



What are Employer Responsibilities?

Employers with federal contracts, subcontracts, or federally assisted construction contracts or subcontracts that meet the specific dollar values for coverage have specific responsibilities, such as:

- Collect and maintain personnel activity data;
- Post applicable Equal Employment Opportunity (EEO) posters;
- Include the EEO tag line in job advertisements;
- Provide reasonable accommodations to qualified individuals with disabilities and disabled veterans; and
- Allow OFCCP access to records during a compliance evaluation and/or a complaint investigation.

Employers may also be required to develop an annual affirmative action program (AAP).

A sample AAP can be found online at:
www.dol.gov/ofccp/regs/compliance/pdf/sampleaap.pdf

For more information

Contact OFCCP for more information about its enforcement program, issues related to federal contractors' Equal Employment Opportunity and affirmative action obligations, and how to file a complaint.

Visit OFCCP's website at
www.dol.gov/ofccp
Call OFCCP's toll free Help Desk at:
1-800-397-6251

Contact an OFCCP office in your local area, the office listing is available online at
www.dol.gov/ofccp/contacts/ofnation2.htm

Please note that this brochure provides general information, it is not intended to substitute for the actual laws and regulations regarding the program described herein.

U.S. DEPARTMENT OF LABOR
**OFFICE OF FEDERAL CONTRACT
COMPLIANCE PROGRAMS**

OFCCP at a Glance

**PROTECTING WORKERS
PROMOTING DIVERSITY
ENFORCING THE LAW**



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What is OFCCP?

The Office of Federal Contract Compliance Programs (OFCCP) is a civil rights agency within the United States Department of Labor. OFCCP enforces laws which prohibit federal contractors and subcontractors from employment discrimination and requires them to take affirmative action including outreach and recruitment

activities to ensure that applicants and employees are treated fairly regardless of their race, color, religion, sex, national origin, disability, or status as a covered veteran.

OFCCP carries out its work by:

- Conducting compliance evaluations and complaint investigations of federal contractors' and subcontractors' personnel policies and procedures; and
- Educating community groups, employee groups and employers on their rights and obligations.

Which Workers are Protected?

OFCCP protects:

- Applicants, and
- Employees of federal contractors, subcontractors, and federally assisted construction contractors and subcontractors.

Which Laws?

OFCCP enforces three civil rights laws:

Executive Order (EO) 11246

Prohibits discrimination and requires affirmative action to ensure equal employment opportunity without regard to race, color, sex, religion, and national origin.

The EO applies to employers if they have one or more of the following:

- Federal contracts or subcontracts that are valued at more than \$10,000;
- Federally assisted construction contracts or subcontracts worth more than \$10,000;
- Indefinite quantity contracts or subcontracts (unless the amount in any year under such a contract will not exceed \$10,000);



- Federal bills of lading (in any amount) such as companies that ship goods or equipment for the federal government;
- Serves as a depository of federal funds (in any amount); or
- Is an issuing and paying agent for U.S. Savings Bonds.

Section 503 of the Rehabilitation Act of 1973 (Section 503)

Prohibits discrimination and requires affirmative action in all employment practices for qualified¹ individuals with disabilities. Section 503 applies to companies with federal contracts and subcontracts:

- Valued at \$10,000 or more annually, or
- For an indefinite quantity (unless the amount in any year under such contract will not exceed \$10,000).

The Vietnam Era Veterans Readjustment Assistance Act (Section 4212)

Prohibits discrimination and requires affirmative action in all employment practices for covered veterans. Section 4212 applies to employers with a federal contract or subcontract:

- Valued at \$100,000 or more, or
- For an indefinite quantity (unless the amount in any year under such contract will not exceed \$100,000).

¹ An individual with a disability who meets the requisite qualifications to perform the essential functions of a job either with or without reasonable accommodations.